

CHAPTER 2 STATE RECORDS MANAGEMENT MANUAL

671—2.1(304) Authority of manual. The state records management manual documents the rules, regulations, policies, directives, standards and procedures enacted by the state records commission to implement and carry out the state records management program. The provisions of the manual are applicable to all state agencies affected by the records management Act, Iowa Code chapter 304.

671—2.2(304) Content on manual.

2.2(1) Chapter I is a reprint of the “Records Management Act,” Iowa Code chapter 304.

2.2(2) Chapter II documents the standards and procedures established by the state records commission to coordinate the state records management program:

a. A records management section establishes standards and procedures governing access to public records and documents, general responsibilities of state agencies, general responsibilities of the printing and records division, and determination of approval to purchase, rent, or lease records storage, duplicating, digitizing and micrographics equipment, supplies, and service.

b. A records organization and evaluation procedures section establishes standards and procedures governing records inventories, records retention and disposition, and vital records protection.

c. An active records control section establishes standards and procedures governing a uniform file classification system, file maintenance procedures, and selection of records storage equipment and supplies.

d. An inactive records control section establishes standards and procedures governing on-site records storage operations and archives management.

e. A records creation section establishes standards and procedures governing a uniform file classification system, file maintenance procedures, and selection of records storage equipment and supplies.

f. A micrographics and reproduction section establishes standards and procedures governing micrographics system analysis and design, microfilming operations, and selection of records duplicating equipment and supplies and reproduction control.

2.2(3) Chapter III provides a Uniform File Classification Guide for optional use by state agencies in the maintenance of subject files.

2.2(4) Chapter IV establishes official record retention and disposition schedules, as developed in co-operation with the state agencies and approved by the state records commission.

2.2(5) An appendix to the manual includes a glossary of terms and a roster of state agencies.

2.2(6) Indexes to the manual include a relative index to locate specific records or record series in the record retention and disposition schedules, and a general index to locate other desired information.

671—2.3(304) Revisions to the manual.

2.3(1) Revisions to Chapter I of the manual are a result of legislative action; a reprint of the current Iowa Code chapter 304 will be available to all holders of the state records management manual at all times.

2.3(2) Revisions to Chapters II, III, and IV and the remaining sections of the manual will be adopted on approval of a majority vote of the entire membership of the state records commission, without publication of notice and without providing an opportunity for public comment. In accordance with Iowa Code section 17A.4(2), revisions to these portions of the manual are a classification of rule making for which notice and public participation are impracticable and unnecessary by reason of serving as an interagency manual. Revisions to these sections of the manual, upon approval of the state records commission, will be distributed to all holders of the manual and will become effective 35 days after adoption by the commission.

671—2.4(304) Availability of the manual. The state records management manual is furnished to all state agencies affected by its provisions at no charge; copies of the manual are also available to the public at the three state university libraries and through the state library commission's regional library system. Individuals or organizations outside of state government may obtain the state records management manual, either in the loose-leaf-bound paper edition or on microfiche or electronic, CD or disk, by contacting the Printing and Records Division, Department of General Services, Hoover State Office Building, Des Moines, Iowa 50319. The printing and records division will charge a fee to recover costs of the binder, contents, (printing and electronic version), and mailing costs for the looseleaf-bound paper edition; the microfiche copy will be furnished at no charge. The fee is derived by taking the total price of printing and materials, dividing by the number of manuals printed and adding the distribution costs. Current price information is available upon request from the printing and records division.

This rule is intended to implement Iowa Code chapter 304.

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